



JOB DESCRIPTION

Position Title: Senior Analyst

Working Title: Senior Analyst/Environmental Services

Class Code: 5307

Exempt

EEO Code: 02

Effective Date: April 28, 1998

Major Function

Professional and administrative work conducting program analysis, management evaluation, organizational planning, and coordination of work programs for all divisions of the Environmental Services Department.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Prepares and conducts program analysis to determine efficiency and effectiveness of services provided by the environmental Services Department. Prepares management studies designed to improve administration, operation, staffing, and work methods for the department. Prepares, coordinates and identifies performance measures for each division in the Environmental Services Department.

Assists in the development of long range programs to increase the operating efficiency and effectiveness of various divisions within the department.

Prepares and makes oral and written presentations as necessary. Participates on various committees as may be assigned by the Department Director.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Considerable knowledge of management processes and the principles of performance based management. Knowledge of management research and research techniques. Knowledge of systems and operations analysis techniques.

Ability to analyze departmental operations and make recommendations for efficient and economic operating methods in the form of clear and comprehensive reports. Ability to present ideas clearly and concisely, both orally and in writing. Ability to identify and analyze significant trends from management reports and operations documents. Ability to establish and maintain effective working relationships with other staff and the general public. Ability to plan, coordinate and organize assigned work projects in an efficient manner. Ability to use a personal computer and associated software to accomplish assigned tasks.

Bachelor's Degree in Management, Business Administration, Accounting, or Public Administration, or a closely related field and four years progressively responsible professional experience in management analysis. Excellent communications, interpersonal and writing skills must be demonstrated.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.